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UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION
(UNOPA)

CONSTITUTION

Article I - Name

The name of this organization shall be the UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION (UNOPA).

Article II - Purpose

The purpose of this Association shall be to elevate the standards of the educational office personnel within the University of Nebraska - Lincoln to provide a finer understanding of the relationship between the University and the community so that ever increasingly efficient service may be rendered to our educational system.

Article III - Membership

Section 1 - Membership shall be of four classes: active, associate, honorary, and retired.

Section 2 - Active membership in the Association shall be open to all persons engaged in secretarial, clerical, managerial, or business work in the educational system of the University of Nebraska - Lincoln, and University employees whose work location is on the University of Nebraska - Lincoln campuses. Active members in good standing shall be entitled to vote, to hold office, and to participate in all activities of the Association. Withdrawal from employment at the University of Nebraska - Lincoln shall constitute a change from active to associate membership.

Section 3 - Associate membership in the Association shall be open to persons interested in advancing the purposes of the organization but who are not eligible to be active members, and who have paid annual dues (i.e., students, administrators, etc.). Associate members shall have the rights and privileges of active members except that of voting and holding office.

Section 4 - Honorary membership in the Association shall be given with the approval of the Executive Board and shall be conferred by a majority vote of the Board. Honorary members shall be entitled to all the privileges of active members with the exception of the right to vote and hold office, and shall be exempt from paying dues.

Section 5 - Retired membership in the Association shall be open to members who are no longer engaged in work in the educational system, but desire to keep in touch with the Association. Retired members have all the privileges of active members except that of holding office and voting.

Article III (Continued)

- Section 6 - The dues for each fiscal year, from July 1 to June 30, shall be five dollars (\$5.00) for active and associate memberships and two dollars (\$2.00) for retired membership, which shall be paid to the membership chairman. Renewal membership will be delinquent if dues are not paid by October 31 of each year and after that date renewal membership dues will be \$7.50 for that year. All new membership dues will remain at \$5.00 throughout the year.
- Section 7 - Full membership privileges in this Association shall terminate upon failure to pay dues by the date specified. Non-renewing members shall then be notified by a Renewal of Membership letter.

Article IV - Officers

- Section 1 - The officers of the University of Nebraska Office Personnel Association shall be President, President-Elect, Recording Secretary, Corresponding Secretary, and Treasurer; all of whom shall be members in good standing, and shall be installed at the annual meeting and shall assume office at the beginning of the fiscal year.
- Section 2 - The officers shall be elected annually, by ballot, prior to the annual meeting and shall hold office for a term of one year beginning July 1 following the annual meeting. No member shall hold the same office for two consecutive terms (except as per Article III, Section 1 of the Bylaws).

Article V - Executive Board

- Section 1 - The Executive Board shall consist of the officers of the Association. The immediate past president shall serve as an ex-officio member. With the exclusion of the immediate past president, there shall be no more than two past presidents serving on the Executive Board.
- Section 2 - The financial records of the Association shall be audited by an outside individual or group approved by the Executive Board. These records shall be audited in July of each year.

Article VI - Committees

- Section 1 - The Association shall have standing committees as follows: Membership, Publicity, Nominating, Program, Hospitality, Professional Growth, Employee Concerns, and Ways and Means.
- Section 2 - The newly installed Executive Board shall annually appoint the chairmen of the standing committees prior to July 1, and shall appoint other committees deemed necessary.

Article VII - Meetings

- Section 1 - General membership meetings of the Association will be held the second Tuesday of each month September through May. Monthly meetings of the Executive Board will be held August through June.

Article VII (Continued)

- Section 2 - The annual meeting of the Association shall be held in May of each year.
- Section 3 - Special meetings of the membership may be called only by a two-thirds vote of the Executive Board.
- Section 4 - Special meetings of the Executive Board may be called by the President.

Article VIII - Affiliation

- Section 1 - This Association shall annually affiliate with the National Association of Education Office Personnel (NAEOP) and be represented on the NAEOP Advisory Council.

Article IX - Quorum

- Section 1 - A majority of the members of the Executive Board shall constitute a quorum for the transaction of business at Board meetings.
- Section 2 - Membership present shall constitute a quorum for the transaction of business at all general membership meetings of the Association.

Article X - Amendments

- Section 1 - Amendments to the Constitution and Bylaws shall be submitted in writing to the President fifteen (15) days prior to presentation at a regular meeting of the Association. Amendments shall be voted on within one month following presentation. A majority vote of all voting members shall be required. The amendments shall become effective immediately following adoption.

UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION (UNOPA)

BYLAWS

Article I - Meetings

- Section 1 - The suggested order of business for general membership meetings of the Association is as follows: Call to Order, Approval of the Minutes, Communications, Report of Treasurer, Reports of Committees, Unfinished Business, New Business, Adjournment.
- Section 2 - All proceedings of this Association shall be conducted according to parliamentary procedures as set forth in Robert's Rules of Order Newly Revised.

Article II - Duties of Officers

- Section 1 - The President shall preside at all meetings of the Association and of the Executive Board; shall assist in appointing committee chairmen as indicated in Article VI of the Constitution. The President shall be an ex-officio member of all appointed committees except the Nominating Committee.
- Section 2 - The President-Elect shall perform the duties of the President in the event of the President's absence and shall fill a vacancy in the Presidency. She/he shall be chairman of the Program Committee.
- Section 3 - The Recording Secretary shall keep an accurate record of the proceedings of the Association and Executive Board Meetings, and shall send to the President and Executive Board a copy of the minutes of each meeting within five (5) days after the meeting.
- Section 4 - The Corresponding Secretary shall conduct the correspondence of the Association as directed by the President or the Executive Board including extending courtesies to Association members and corresponding with the National Association of Educational Office Personnel (NAEOP) and the Nebraska Educational Office Personnel Association (NEOPA). She/he shall correspond with and organize the retiree recognitions. The Corresponding Secretary, in the absence of the Recording Secretary, shall assume the duties of the Recording Secretary (See Section 3).
- Section 5 - The Treasurer shall receive all monies, disburse funds as directed by the Executive Board, present monthly reports, and present an annual report in July to the Association. The Treasurer shall study the financial needs of the Association for the year and present a proposed budget in October.
- Section 6 - The Past President shall serve as chairman of the Employee Concerns Committee and shall serve with the Professional Growth Chairman in utilization of the Office and Service Staff Development Fund and the UNOPA Fund held at the University of Nebraska Foundation.
- Section 7 - The Executive Board shall assist in conducting programs of the meetings and conferences of the Association and shall perform such other duties as may be imposed upon it by the Association.

Article III - Vacancies

- Section 1 - A vacancy in the office of the President shall be filled by the President-Elect whose terms of office shall extend for the unexpired term of her/his predecessor, plus one year. If there is a vacancy in the office of President-Elect, the Nominating Committee shall submit names of candidates for this office. Elections shall be provided as in Article IV, Section 2 of the Constitution.
- Section 2 - The Executive Board shall have the power to fill any vacancies occurring among the officers, except the President and President-Elect, until the next annual election of officers.

Article IV - Elections

Section 1 - Nominations shall be submitted by the membership to the Nominating Committee for the suggested slate of officers. The Nominating Committee shall then present the suggested slate of officers at the March meeting. Additional nominations may be submitted by the membership when the slate of officers is presented.

Article V - Committees

Section 1 - The duties of the standing committees shall be as follows:

- A. The Membership Committee shall: 1) rule on the eligibility of members to vote, 2) promote increasing membership, 3) maintain a current membership roster, and 4) provide each member a membership card and copy of the Constitution and Bylaws.
- B. The Publicity Committee shall work with the Membership Committee and Program Committee in creating interest through: 1) newspaper releases, 2) announcements of the monthly meetings, 3) promotion of special events, 4) keeping pictorial records, and 5) keeping historical records of all printed material concerning the Association.
- C. The Nominating Committee, consisting of three members, one from the Executive Board and two from the general membership, shall: 1) comply with regulations provided in Article IV of the Bylaws of the Association and 2) prepare, distribute and tally election ballots.
- D. The Program Committee shall set up a proposed calendar of events for the year and be responsible for its implementation.
- E. The Hospitality Committee shall: 1) be responsible for keeping an accurate record of paid attendance for luncheon meetings, and 2) provide a pleasant environment for the luncheon meetings.
- F. The Professional Growth Committee shall be responsible for 1) organizing and implementing at least one Association-sponsored workshop per year, 2) providing information/assistance about the NAEOP Professional Standards Program (PSP), 3) the Boss of the Year program and award, and 4) the Scholarship program and award.
- G. The Employee Concerns Committee shall: 1) solicit information and facts regarding employment concerns expressed by members of the organization and 2) make recommendations to the Executive Board of disposition surrounding these concerns.
- H. The Ways and Means Committee shall: 1) make recommendations of possible fund raising projects to the board and general membership after considering and budgetary needs of the organization, and 2) organize and implement at least one fund raiser per year.

Article V (Continued)

- Section 2 - The chairman of each committee shall be an ex-officio member of the Executive Board with all the responsibilities and duties of a Board member.
- Section 3 - The President shall assist the chairman of each committee in selecting the members of her/his committee. Each committee shall have a minimum of three members.
- Section 4 - Each committee chairman shall submit an annual report in writing to the Association in May.

Revised March 1978
Revised March 1984
Revised August 1985